



# WOHNHEIMTUTOREN DORMITORY ADVISORS



# OUTLINE

➤ **WHO WE ARE**

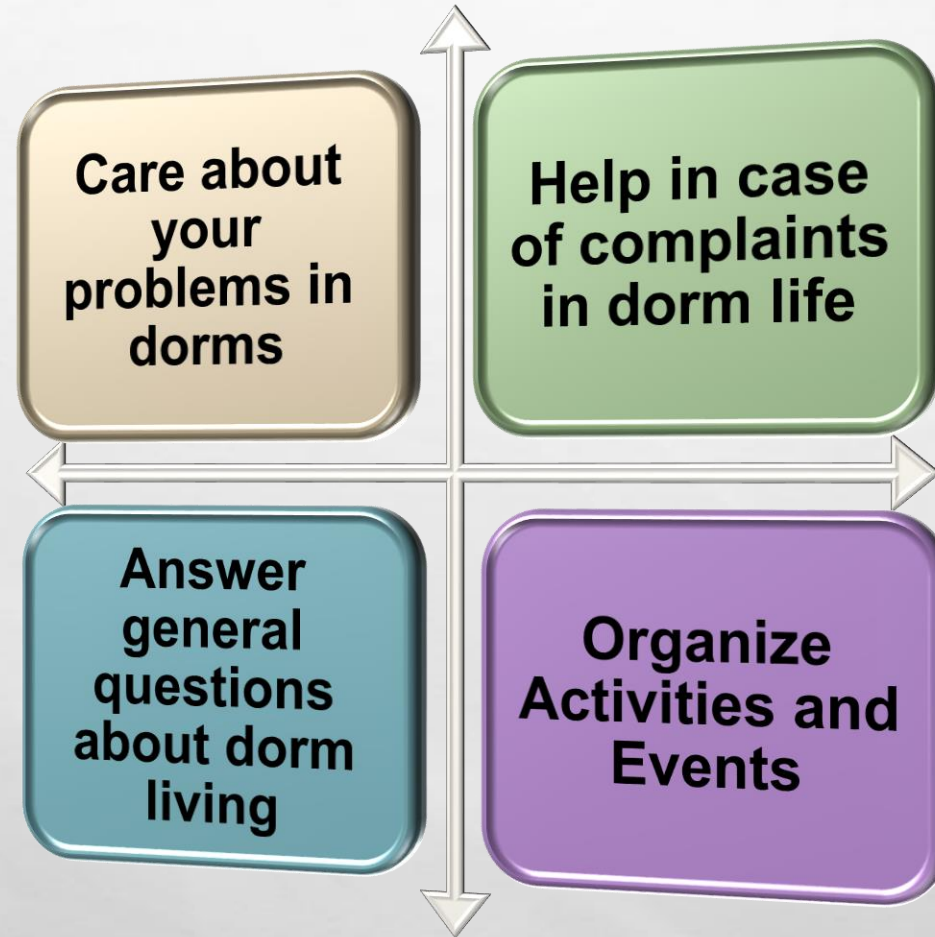
➤ **WHAT WE CAN DO FOR YOU**

➤ **WHAT YOU CAN DO FOR US**

➤ **GENERAL ISSUES**

➤ **CONTACT INFORMATION**

# WHAT WE CAN DO FOR YOU



## **Care about your problems**

- **Lock out from room**
- **Faulty lightbulbs, stoves, smoke detectors**
- **Translation-help for letters or E-Mails in German**

## **Help in case of complains**

- **Nighttime disturbances**
- **Neighborhood disputes**

## **Answer general questions regarding your life in the dormitory**

- **How to use the washing machine**
- **Replacement of furniture**

## **Organize activities and inform about current issues**

- **Poker events**
- **Literature night and others**





# **IKT-Geschirrbörse**

## **Need dishes/tableware?**

**Take what you need, but handle it with care and bring it back, when you do not need it any more.**

**Just come to the office hours  
of IKUS at the InterKultiTreff (IKT),  
Dormitory/WH 9**

**During Welcome Weeks:  
Monday to Friday 12-2 p.m.  
During semester: Monday 3-5 p.m.  
and Thursday 4:30-6:30 p.m.**



# WHAT YOU CAN DO FOR US

## Respect towards others: Peaceful and quiet living in the dorms

- Remember you are living in a community
- Neighbors with different nationality und culture
- Avoid nighttime disturbances →

**Rest time in the night: 10 p.m. – 6 a.m.**

**(Special Attention in Dormitory/Wohnheim 9 !!!)**

## Hygiene

- Keep your room clean
- Don't leave garbage in the hallway
- Empty your trash regularly
- Separate Waste and choose the correct container

# WHAT YOU CAN DO FOR US

## Keep Your Room Clean

### Household plan for shared living

Do you want to feel comfortable in your shared apartment? Here are some ideas:

#### 1. PRIVATE ROOM: 5 minutes

- Open the window wide to circulate the air.
- Collect used laundry and put it in a laundry basket.
- Throw the trash away.  
(Separate plastics, paper, glass, biological and residual waste.)
- Get your bed sheets done.
- (Vacuum-)Clean the floor.

#### 2. MAIN ROOM (ENTRANCE): 5 minutes

- Put the coats on a hanger.
- Put the shoes away.
- Put away the stuff that lies around.
- (Vacuum-)Clean the floor.

# WHAT YOU CAN DO FOR US

## Keep Your Room Clean

### 3. COMMON ROOM: 10 minutes

- Open the window wide to circulate the air.
- Put the dishes away.
- Water the flowers.
- Remove clutter.
- (Vacuum-)Clean the floor.

### 4. KITCHEN: 10–15 minutes

- Wash the dishes and put them in the cupboard.
- Put away the stuff that lies around.
- Clean the working surfaces.
- Clean the stove.
- Clean the refrigerator and dispose of expired food.
- Take the trash out.  
(Separate plastics, paper, glass, biological and residual waste.)
- Change the dishcloth.
- Clean the floor.



# WHAT YOU CAN DO FOR US

## Keep Your Room Clean

### 5. BATHROOM: 10–15 minutes

- Put away the stuff that lies around.
- Clean the sink and the mirrors.
- Clean the toilet.
- Restock the toilet paper.
- Change the towels.
- Clean the floor.

Option A: Do **all** of the tasks (at least) **once a week**.

Option B: Do **one** of the tasks **each weekday**.

# WHAT YOU CAN DO FOR US

Waste Separation – Separate Waste and choose the correct container



- **plastic packaging**
  - polystyrene
  - bags
  - foil
- **metal**
  - aluminium foil
  - lids, caps
  - tins
- **composite material**
  - milk carton

# WHAT YOU CAN DO FOR US

**Waste Separation – Separate Waste and choose the correct container**

- newspaper
- magazines, catalogues
- packaging paper
- cardboard
- books
- writing paper
- office paper



# WHAT YOU CAN DO FOR US

**Waste Separation – Separate Waste and choose the correct container**



- coated or soiled paper
- wallpaper
- pens
- worn-out clothing, rags
- vacuum cleaner bags, sweepings
- ash
- sanitary products, medicine
- animal droppings, cat litter
- dishes, mirrors

# WHAT YOU CAN DO FOR US

Waste Separation – Separate Waste and choose the correct container



## GLASS

- non-returnable bottles
- sauces, jams
- preserved food
- wine, acid, some juices
- perfume etc.
- jars

Separate glass by colours!  
Empty out and clean!



# WHAT YOU CAN DO FOR US

**Waste Separation – Separate Waste and choose the correct container**

## ORGANIC WASTE

- kitchen waste
- coffee grounds, filters
- tea, teabags
- paper towels, tissues
- eggshells
- fruit/vegetable scraps
- leftovers
- horticultural waste
- foilage, grass clipping
- flowers, plants



**Use no bag or biodegradable bags! – Do not waste food!**

# WHAT YOU CAN DO FOR US

**Waste Separation – Separate Waste and choose the correct container**



**collection stations / hazardous waste truck /  
waste disposal counselling agency:**

**Sternstraße 13 – Tel.: +49 391 5404666**

**Mon/Wed/Thu 7.30 am–4 pm**

**Tue 7.30 am–5.30 pm**

**Fri 7.30 am–12 pm**

## **„SPECIAL TREATMENT“**

- **bulky waste**
- **old electrical equipment**
- **lamps**
- **batteries**
- **medicine, chemicals**

# HOUSE RULES

Rest time at night:  
10 p.m. – 6 a.m.

Hygiene, Rubbish: Separation of  
waste, different containers

Violation of the house rules,  
especially disruption of  
dormitory peace and noise  
violation **can lead to  
termination of the lease  
(contract)**

## House rules

for the Studentenwerk Magdeburg's student residence halls

This translation of the house rules is only for your help to understand the content when you have difficulties in reading German. In case of contractual disagreements only the original "Hausordnung" in German language will be based on.

The house rules are part of the tenancy agreement. They regulate life in the halls and are to ensure good cohabitation, understanding and cooperation among the tenants in every aspect. The tenants should have the opportunity to pursue their studies without limitations. For this, special consideration is necessary.

1. Between 1 and 3 p.m. and from 10 p.m. to 6 a.m. as well as on Sundays and holidays noise in and around the halls is to be avoided and music as well as other disturbing noises are to be kept at low volume. Noisy games and sports are not allowed in the community kitchens, corridors and stairwells.
2. Having a barbecue is only allowed in existing picnic sites and only until 10 p.m. The sites are to be left clean and tidy.
3. In all public hall areas (e. g. corridors, stairwells, community kitchens, sanitary facilities, washrooms, drying rooms, ...) smoking is banned absolutely.
4. The smoke detectors installed in the rooms are safety relevant fittings which are legally required. They may not be disabled. Any costs for repair or for harm caused through misuse will be charged to the tenant.
5. It is forbidden to connect additional fridges, stoves/hotplates, washing mashines, driers, air conditioners, heaters etc. inside the rooms. Exceptions require an explicit written authorisation from the Studentenwerk. Common curtains or blinds are to be used on the rooms' windows. The use of newspaper, silver foil etc. is to be refrained from.  
The installation of outside blinds, external aerials or satellite antennas as well as putting down any object on the outer window-sill is forbidden.
6. Washing and drying may only be done in the designated rooms. The washrooms and drying rooms as well as the devices are to be left clean after use, the rooms are to be locked after leaving.
7. Leaving objects of any kind, except for perambulators, in the corridors or stairwells (escape routes and access for emergency services) is prohibited.  
Bicycles may only be left in the designated areas or bike rooms in cellar.
8. The tenants' and community rooms as well as furnishings are to be handled with care and for their planned purpose only, and are to be protected from loss, damage and pollution; when moving out all furniture is to be placed back in its original position as found upon moving in. The tenant must regularly clean their own room and shared rooms (kitchen, showers, toilets, ...). Refrigerators are to be cleaned monthly and to be de-iced if needed.  
If shared rooms or furnishings are heavily soiled and are not cleaned despite requests, the Studentenwerk can have them professionally cleaned at the expense of the responsible tenants. In case of imminent danger to health this can also happen without prior request.
9. Rubbish and refuse are to be disposed of regularly by the tenants. A separation in accordance with the available waste disposal containers (plastic, paper, non-recyclable rubbish, glass) has to take place. Nothing may be thrown down, emptied or poured out of windows or from balconies.
10. Water, electricity and thermal energy has to be used thriftily.
11. Front doors are to be kept closed at all times.
12. Putting up notices and posters is not permitted, except on the pinboards in the entrance area of individual residence halls.
13. The installation of nameplates, labelling and inscription of letter boxes, bell-pushes and doors is not permitted.
14. Necessary repairs, faults or infestation of pests are to be reported to the janitor immediately.
15. Hall-specific additions to the house rules are possible and will be announced by the Studentenwerk through put-up notices.
16. Violations of the house rules, especially disruption of the domestic peace, can lead to cautions and termination of the lease.

# ISSUES FOR RENTAL CONTRACT

## submission of your certificate of enrolment

- Requirement of living in dormitories: being a student
- online -> end of every semester for the next semester

## Termination of tenancy before rental contract ends

- at least 2 months by the end of the month

# ISSUES FOR RENTAL CONTRACT

## Regularity period of tenancy and extension

- **Regularity period of tenancy: 10 semesters**
- **In rare cases: Extension by handing in an additional application including a detailed statement**

## Deposit

- **is a guarantee for the Studentenwerk (maintenance of you apartment)**
- **will be refunded approximately 6 months after termination of the rental contract if there is no need for compensation for damages**



# DORMITORY RELATED ISSUES

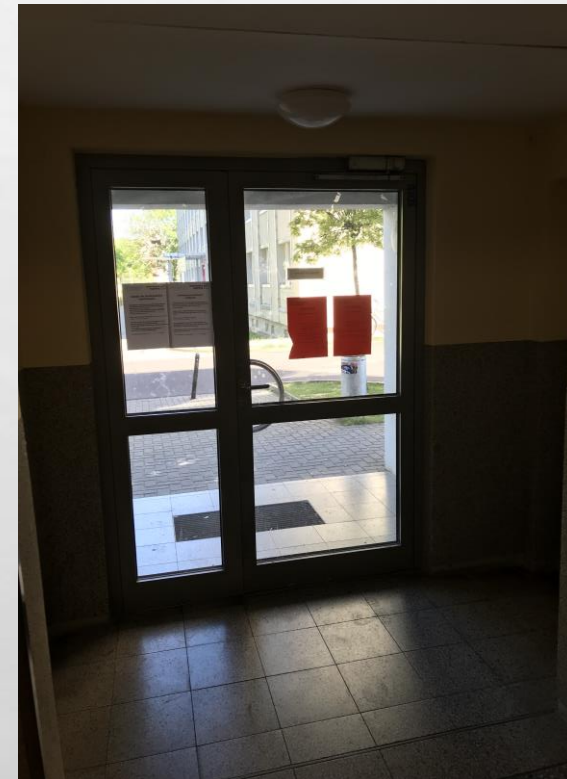
## Bicycle parking in the basement

Always close and **LOCK** the door using your key!



## Main Entrances (Doors) of your dormitory

Keep those doors **CLOSED AT ALL TIMES!**



# DORMITORY RELATED ISSUES

**Abuse / Misuse of fire extinguishers or central fire alarm  
(Misuse in case of no fire)**

**These actions are unacceptable and will be prosecuted by the police and result in a fine!**



**Official letters (Post) found in your postbox belonging to the previous tenant**

**Please bring them back to Studentenwerk during the office hours. Do NOT just throw them outside the postbox (especially in dormitory/ Wohnheim 9)!**



**When you move back home remember to inform everybody and change your address wherever you provided it before!**

# CONTACT INFORMATION

**FADI**

**E-MAIL:**

**[tutor.wh-9@studentenwerk-magdeburg.de](mailto:tutor.wh-9@studentenwerk-magdeburg.de)**

**AKRAM**

**E-MAIL:**

**[tutor.wh-fmw@studentenwerk-magdeburg.de](mailto:tutor.wh-fmw@studentenwerk-magdeburg.de)**

# EMERGENCY CONTACTS

## During Office Hours

- Office: Mjagkov, Irina – Office 340 – Phone: 0391-67-58358  
email: [irina.mjagkov@studentenwerk-magdeburg.de](mailto:irina.mjagkov@studentenwerk-magdeburg.de)

## After Office Hours

- Police: 110
- Fire Department/Ambulance: 112
- On-Call Service/Lockout Service\*: 0391 73836

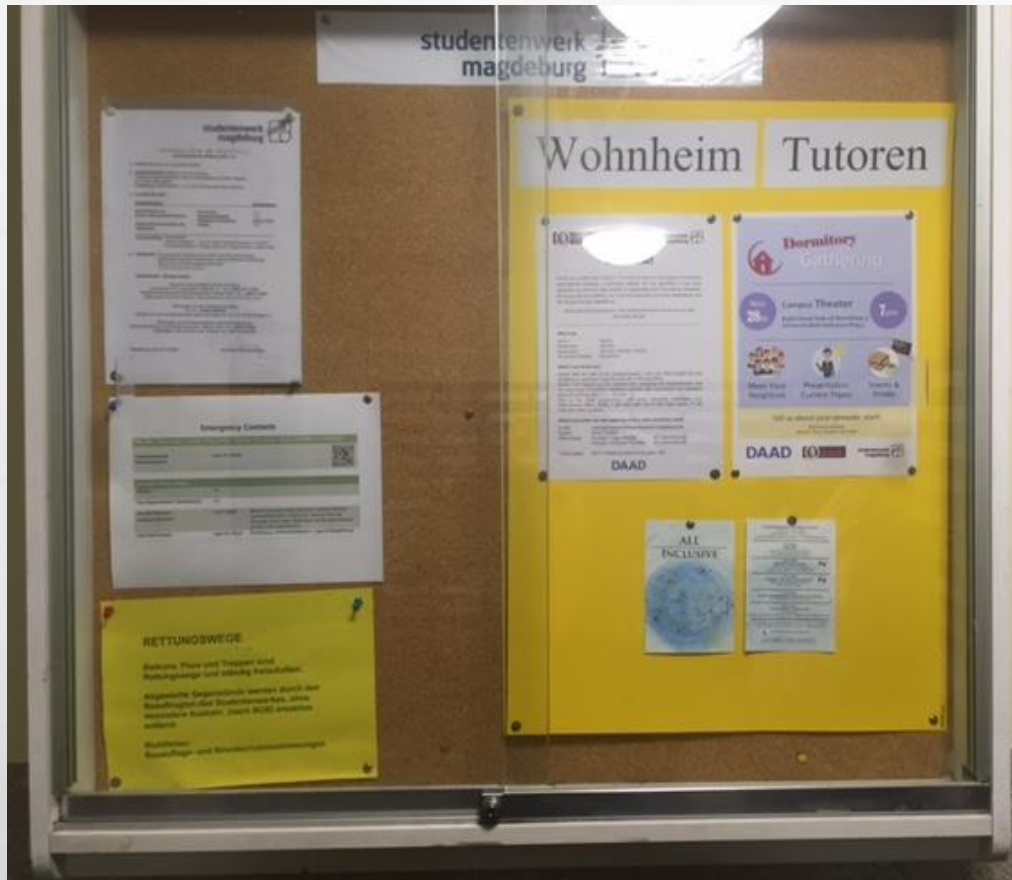
(\*You will need to show your rental contract after the door has been opened. Keep it easily accessible! Costs for the Lockout Service through one's own fault, have to be paid directly to the Lockout Service.)

# **DORM DICTIONARY / GLOSSARY**

**[www.idormdict.de](http://www.idormdict.de)**







**Dormitory Life Magdeburg**

# NEXT DORMITORY EVENT

## Get-together / Dormitory gathering

- **Friday 8th November 2019, in the evening**
- **Information at the beginning – some food and beverages at the end**
- **Details will be provided through a separate email to everyone who is living in a dormitory by then**

# **IKUS RECRUITMENT EVENT ON 6 NOVEMBER 2019**

**Come and be part of IKUS!**

- **We organise many events (country nights, game nights, KICKUS...) and excursions (Berlin, Leipzig, Dresden...)**
- **Help new international students with guidance and translating documents...**

## **Benefits**

- **Get to know other international students – make new friends**
- **Be able to organize your own event or country night**
- **Be part of the excursions to different destinations – travel for free as an official helper**
- **Fun team events**
- **Shape the international student community in Magdeburg**

**COME AND ASK US FOR DETAILS!**

**Thank you for your attention!**

## **QUESTIONS?**

**Ask now, send an email or come to the office hours of IKUS at the InterKultiTreff (IKT), Dormitory/WH 9**

**Office hours during Welcome Weeks: Monday to Friday 12-2 p.m.**

**Office hours during semester: Monday 3-5 p.m.  
and Thursday 4:30-6:30 p.m.**